



CWDA Quick Guide– Employee

<https://cwda.manpower.usmc.mil>

Accessing CWDA

1. Insert your CAC into the smart card reader.
2. Go to <https://cwda.manpower.usmc.mil>.
3. You will be prompted to “Choose a digital certificate.” Select one of your valid certificates and click **OK** button.
4. Enter your PIN, click **OK** button.
5. Read the information on the Warning page, and then click the **Enter CWDA** button to continue.


Requesting a New CWDA User Account

1. Insert your CAC into the smart card reader.
2. Go to <https://cwda.manpower.usmc.mil>.
3. You will be prompted to “Choose a digital certificate.” Select one of your valid certificates and click **OK** button.
4. Enter your PIN, click **OK** button.
5. Click the **Enter CWDA** button to continue.
6. On the Create a New CWDA Account page, select Sex, enter Date of Birth, Phone Number (optional), and Email Address.
7. Click the **Request CWDA Account** button.
8. Go to **CWDA Home Page** button to access CWDA.

If you are a new non-civilian Marine user, the Help Desk will contact you upon approval or disapproval of your account request.

Using the Career Roadmaps

The **Career Roadmaps** menu option allows users to view or download an Adobe Portable Document Format (PDF) file of specific career paths.

1. Select **Career Roadmaps** from the **Development** main menu options to display the Career Roadmaps page.
2. Use the **Search** or **Sort** functions to locate a career roadmap associated with a specific job series or filter the list to those associated with specific parameters (e.g., COI).
3. If a career roadmap is available, click the PDF  icon to view or download the Adobe PDF file.

Using the Course Competency Catalog

The Course Competency Catalog is a directory of training courses and their associated competencies.

1. Select **Course Competency Catalog** from the **Development** main menu options. The Course Competency Catalog page displays which lists specific details about each of the courses.
2. Use the **Search** and **Sort** functions to locate the course(s) for which you would like to view additional details. Use the **Export CSV** button to export the entire Course Competency Catalog or the portion of the catalog associated with the results of your search.
3. Click on the hyperlinked **Course Name** to view the Course Details page.

Help/Contact Info

CWDA Helpdesk

703-784-9030

cwda.helpdesk@usmc.mil

MPC-30

Manpower & Reserve Affairs

3280 Russell Road



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Employee Conducting a Standard Assessment

1. Select **Assessments** from the **Development** menu options.
2. Select **Standard** from the **Assessment Type** drop down menu and click the **Create New Assessment** button.

Assessment Setup

Assessment Type

Employee

Template

Assessment Period

Start Date
End Date

Note: If you are not assigned to a supervisor, you will not be able to initiate a standard assessment.

3. Select your name from the **Employee** drop down list associated with the **Employee** field. If you are not a supervisor, only your name will be available. If you are a supervisor, you will have the ability to initiate a standard assessment for yourself as well as one for your employees.
4. The assessment template associated with your current job assignment displays.
5. Specify the **Start Date** and **End Date** for the **Assessment Period**. Enter dates manually using the following format (DD-Mon-YYYY) or select dates using the **Calendar** icon.
6. Click **Next** to continue to display the Assessment Details page.
7. Rate each competency by selecting the **Proficiency Level** that most accurately describes your/employee's level of expertise.

Employee Conducting a Standard Assessment Instructions (cont).

8. Use the text box associated with the **Comments** field to enter additional information to support the ratings given on this assessment.
9. Click **Submit** if you have completed entering your ratings.

Employee Gap Analysis

All CWDA employees will have access to this menu option. It allows you to assess your competency gaps from your standard assessment.

1. Select **Competencies** from the **Reports** main menu options, followed by **My Competency Gap Analysis** from the **Competencies** submenu options. The My Competency Gap Analysis page displays.
2. Use the **Search** and **Sort** functions to locate and select the assessment you wish to use to assess your competency gaps.
3. Click on the Pencil icon next to the assessment you wish to use to assess your competency gaps. The My Competency Gap Analysis Details page displays.

Competency Gap Analysis Details

Competency	Competency Description	Assessed Level	Current Function Level	Gap
1. Assessment Management (2.0)	Implements the process of managing human resources - from recruitment to retention of employees - using "tools to grow" consultation to address human resource needs and ongoing services.	3-Low Proficiency	3-Low Proficiency	No
2. HR (2.0)	Administers employee health insurance programs, life insurance programs, retirement programs, and other benefits and services in compliance with applicable laws and regulations.	3-Low	3-Low Proficiency	No
3. Compensation (2.0)	Analyses and interprets data to determine patterns and uses data to advise managers on effective compensation strategies to compete with the market for best talent.	5-High Proficiency	3-Low Proficiency	No
4. Recruitment and Development (2.0)	Designs, develops, implements, and evaluates programs and systems for individual career planning, Alpha programs and systems with organizational career management needs and processes. Regulates individual, occupational and organizational career development requirements. Examines human resource systems and programs provide organizations with the competencies needed to accomplish their mission.	4-High Proficiency	3-Low Proficiency	No
5. Compensation (2.0)	Determines appropriate pay for the function current pay structures and benchmarks (such as market pay, environmental pay, locally pay, pay for knowledge occupations) to apply established pay-setting policies.	3-High Proficiency	3-Low Proficiency	No
6. Job Description (2.0)	Plan and conduct employee operations to ensure positive attitude toward organizational objectives.	3-Low Proficiency	3-Low Proficiency	Yes
7. Survey (2.0)	Surveys public and private organizations to collect data on wages and salary.	1-Low Proficiency	3-Low Proficiency	Yes



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Assigning Employees to Supervisors

1. Supervisors should choose the **Select Employees** submenu option from the **Admin** menu to display the Select Employees page displays.
2. Use the checkboxes to the left of the employee names presented in the table that displays to select your employee(s). Multiple selections can be made.
 - a. Use the **Next** or **>** to navigate to the next page if multiple pages of employee names display.
 - b. To filter the results, enter text in the search window above the table and click on the **Search** button.

3. Click the **Add Selected Employees** button. The My Employees frame on your homepage will be updated to reflect the changes made. The affected employees will receive a notification advising them you are their new supervisor.

4. Click on the **Trashcan** icon found in the **Remove** column to disassociate employees who are currently assigned to you.

Note: The employees shown in this table are those employees in *your* assigned unit location that already have user accounts. If any of your employees do not display, please have them sign-up for a new user account.


Participating as a Supervisor in a Standard Assessment

1. Review the assessment using the link provided in the PENDING notification associated with your peer's development assessment or navigate to it by selecting **Assessments** from the **Development** menu options.
2. Go to the "Assessments as a Participant" frame.

Assessments as a Participant

Assessment Status	ALL	Rows	25
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No Assessments found

3. Click on the **Pencil**  icon associated with the assessment for which to review and/or provide ratings.
4. Rate the employee on each competency by selecting the Proficiency Level you believe most accurately describes his/her level of expertise.
5. Use the text box associated with the **Comments** field to enter additional information to support the ratings given on this assessment.
6. Click **Finish** if you have completed entering your ratings.

Supervisor Gap Analysis

1. Select **Competencies** from the **Reports** main menu options, followed by **Employee Competency Gap Analysis** from the **Competencies** submenu options. The Employee Competency Gap Analysis page displays.
2. Select the employee whose individual competency gaps you wish to assess. Use the **Search** or **Sort** function to locate your employee.

3. Use the **Search** and **Sort** functions to locate and select the standard assessment you wish to use to assess your employee's competency gaps.

Note: Standard assessment proficiency ratings are compared to the COI benchmarks. Leadership assessment proficiency ratings are compared to the benchmark associated with the leadership continuum.